

**A. REPORTING REQUIREMENTS**

**WAC 388-418-0005 Clients must report certain changes to the department within specified time limits.**

- (1) Clients who receive cash or food assistance must report the following changes about everyone in the assistance unit. The client must report these changes within 10 days of when they learn about the change. Clients must report:
  - (a) The gross monthly amount of unearned income they receive when:
    - (i) They start receiving money from any new source.
    - (ii) The amount received from a previously reported source changes by more than twenty-five dollars.
  - (b) When someone, including a newborn child, moves in or out, even if the change is temporary.
  - (c) The marriage or divorce of any assistance unit member.
  - (d) A new residence, including any change in shelter expenses because of the move.
  - (e) Obtaining a vehicle.
  - (f) The end of a temporary disability when the temporary disability is the reason for excluding a vehicle.
  - (g) When the assistance unit's countable resources exceed the resource limits described in Chapter 388-470 WAC.
  - (h) Any of the following changes related to employment:
    - (i) A new job or different employer.
    - (ii) An employment status change from part-time to full time. The employer determines when an employee has full-time employment status.
    - (iii) A change in wage rate or pay scale.

- (2) Clients who receive only children or pregnant women's medical assistance must report the following changes. The client must report these changes within 20 days of when they learn about the change. Clients must report:
- (a) When someone, including a newborn child, moves in or out, even if the change is temporary.
  - (b) When a pregnancy begins or ends.
  - (c) A new residence.
- (3) Clients who receive any other medical assistance must report the following changes. Clients must report these changes about themselves, their spouses or any dependents. The client must report these changes within 20 days of when they learn about the change. Clients must report:
- (a) When someone, including a newborn child, moves in or out, even if the change is temporary.
  - (b) When an assistance unit member gets married, divorced or separated.
  - (c) When a pregnancy begins or ends.
  - (d) A new residence or address.
  - (e) Any change in the amount of income received from any new or previously reported source.
  - (f) Any change in the amount of expenses paid for shelter.
  - (g) Any change in the amount of expenses paid for medical care.
  - (h) Changes in resources.
- (4) For TANF/SFA, a caretaker relative must report within 5 days when they learn that the temporary absence of a child will exceed ninety days. When the relative fails to report timely, the relative:
- (a) Is not eligible for one month; and
  - (b) The relative's countable income is considered available to the remaining

members of the assistance unit.

- (5) When a change is reported late, the client may receive the wrong amount or the wrong type of assistance. When benefits are overpaid, the client must repay the assistance as described in Chapter 388-410.

### CLARIFYING INFORMATION

1. Clients have 10 days from the day they learn about a change to report the change. The 10 day count begins the day following the date the client becomes aware of the change.
2. When a change is not reported by the assistance unit, but becomes known to the worker, the change is treated according to the effective date rules in WAC 388-418-0020 for late reported changes.
3. Applications received more than 45 days before the next review or recertification is due are considered to be reported changes.
4. Applications received within 45 days of the next review or recertification are considered to be a review or recertification request. See **Eligibility Reviews and Recertifications** for procedures.
5. When a household member is temporarily out of the home:
  - a. For cash and medical assistance, we follow the rules in WAC 388-454-0015 to determine how benefits are affected.
  - b. For food assistance, we follow the rules in WAC 388-408-0035 to determine how benefits are affected.
6. When a household member or entire assistance unit leaves the state, we follow the rules in WAC 388-468-0005 to determine how benefits are affected.

### WORKER RESPONSIBILITIES

1. During the application, recertification or eligibility review interview:
  - a. Inform the client what changes must be reported and the time requirements;

- b. Explain how to report changes - in writing, by phone, or in person (see: **RIGHTS AND RESPONSIBILITIES**); and
- c. Give the household a DSHS 14-076(X), Change of Circumstance form, and a postage paid return envelope to report changes.

ACES automatically mails the DSHS 22-900(X), How to Report Changes, to food assistance recipients 90 days after opening.

- 2. When the client reports a change or when the change becomes known to the worker:
  - a. If additional information or verification is necessary, request information or verification according to the rules and procedures in **Notices and Letters** for requesting information or client action.
  - b. Take action on the information reported according to the effective date rules in WAC 388-418-0020.
  - c. Document what information the client reported, the date of report and how the benefits changed because of the new information or verification.
  - d. Send written notice about the change according to rules and procedures in **Notices and Letters** even if the benefits do not change.
  - e. For food assistance if a change in medical expenses is not reported by the household, but becomes known to the worker:
    - (1) Do not contact the household about the change;
    - (2) Do not act on the change unless the change is verified by a source other than the household; and
    - (3) Document the change to use at the next recertification to determine medical expenses.
- 3. When a client reports that they began working or this becomes known to you, review the record to determine how long the client is certified.
  - a. If the client is certified for more than six months (from the date of certification, not the date of the change), initiate a review. The certification period cannot be more than six months if the AU has earned income. See

**Certification Periods.**

- b. Evaluate the client's circumstances to determine how long the certification period should be. Do not certify for more than six months.